

| PART 813—SIMPLIFIED ACQUISITION PROCEDURES

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SUBPART 813.1 - PROCEDURES

:::813.106 Competition and price reasonableness.

Quotations may be recorded on an Abstract of Offers (SF 1409 or 1419), the purchase request if space permits, or other supplemental sheet or form, such as VA Form 10-2237b, Request for Dietetic Supplies.:::

813.106-70 Oral purchase orders.

Oral purchase orders, when considered advantageous to the Department of Veterans Affairs, may be used for transactions not in excess of \$2,500. This limitation does not apply to delivery orders against existing contracts, e.g., delivery orders against FSS contracts. The transaction will be assigned a purchase order number and receipt documentation will be obtained on the copies of the purchase request utilized as a property voucher and receiving report. Documentation as to competition will be in accordance with FAR 13.106-3.

SUBPART 813.3 – SIMPLIFIED ACQUISITION METHODS

813.302 Purchase orders.

813.302-5 Clauses.

When using the VA Form 90-2138 or 90-2138-ADP for maintenance contracts involving services performed on Government property which have the potential for property damage and liability claims, the contracting officer shall insert in the purchase order the Contractor Responsibilities clause found at 852.237-70. Applicable maintenance contracts include but are not limited to window washing, pest control, and elevator maintenance.

813.307 Forms.

(a) VA Form 90-2138, Order for Supplies or Services, VA Form 90-2139, Order for Supplies or Services (Continuation), VA Form 90-2138-ADP, Purchase Order for Supplies or Services, and VA Form 90-2139-ADP, Order for Supplies and Services (Continuation), provide in one set of forms a purchase or delivery order, vendor's invoice, and receiving report. They will be used in lieu of but in the same manner as Optional Form 347,

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Order for Supplies or Services, Optional Form 348, Order for Supplies or Services Schedule—Continuation, and Standard Form 1449, Solicitation/Contract/Order for Commercial Items.

(b) The following order forms are for use when ordering the indicated medical, dental and ancillary services up to \$10,000 per authorization when such services are not available under existing contracts.

(1) VA Form 10-7078, Authorization and Invoice for Medical and Hospital Services.

(2) VA Form 10-7079, Authorization for Fee Outpatient Medical Services.

(3) VA Form 10-2570d, Dental Record, Authorization and Invoice for Outpatient Services.

(c) In authorizing patient travel as set forth in VA Manual MP-1, Part II, Chapter 3, VA Form 10-2511, Authority and Invoice for Travel by Ambulance or Other Hired Vehicle, will be used as provided by that manual.

(d) Standard Form 182, Request, Authorization, Agreement, and Certification of Training, will be utilized for procurement of training in the manner prescribed in 870.104.

(e) VA Form 10-2421, Prosthetics Authorization and Invoice, will be used for indicated services not in excess of \$300.

:::SUBPART 813.4 - IMPREST FUND:::

:::813.402 General.

(a) The Director, Office of Administration, Central Office, Directors, VA supply depots, and the head of a field station having a A&MMS activity may, in accordance with the criteria set forth in VA manual MP-4, part I, paragraph 4.01, designate one or more procurement personnel to serve as imprest fund and alternate imprest fund cashiers. The policies and procedures governing the functioning of imprest fund and alternate imprest fund cashiers are set forth in chapters 1, 2 and 4 or MP-4, part I. All procurement personnel designated as imprest fund and alternate imprest fund cashiers are to be thoroughly familiar with these policies and procedures.

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(b) Stations not utilizing imprest funds may effect purchases of articles and service with funds (petty cash) advanced by the agency cashier or from personal funds in accordance with MP-4, part I, paragraph 2C.13.

(c) The available copies of VA Form 90-2237, Request, Turn-in, and Receipt for Property or Services, or the reproduced copies of the front of VA Form 10-7142 requesting the purchase will be used as the receiving and property voucher.:::

:::813.403 Agency responsibilities.

The Chief, A&MMS, Director, Central Office Building and Supply Service, Chief, Stock Control Division, and Chief Accounting and Control Division at VA supply depots having an imprest fund cashier, shall make the review and determination required by FAR 13.403 as frequently as necessary, but not less often than once a year. The determination shall be in writing and shall be furnished, as appropriate, to the field station Director, Director, Office of Administration, or Director, VA Supply Depots. A copy of each determination shall also be furnished the supporting Fiscal activity.:::

:::813.405 Procedures.

(a) Each purchase costing \$25 or more will be supported by a cash register receipt, invoice, sales slip, or other sales document which shall, if possible, contain an itemized listing of the items purchased and be signed by the vendor or his/her agent. The cash receipt or sales document shall be furnished by the vendor to whom cash payment is made. Such cash receipt or sales document shall indicate the name of the vendor. When it is not possible to secure the listing of signature, the purchaser (employee authorized to accomplish the cash purchase) shall prepare and sign SF 1165, Receipt for Cash-Subvoucher, listing thereon the name of the vendor and the articles or services purchased. The vendor's receipt for cash payment shall be attached to the SF 1165 subvoucher.

(b) Each purchase costing less than \$25 shall be supported by a receipt for cash or sales document as required in paragraph (a) of this section, except that the signature of the vendor or agent need not be secured. When a receipt is obtained for purchases costing less than \$25, the SF 1165 is not required. If a receipt cannot be secured, the purchaser shall prepare and sign the SF 1165, listing thereon the name of the vendor and the article or services purchased.

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(c) When the imprest fund cashier advances funds to an employee designated by the facility Director or to a messenger, under the provisions specified in MP-4, part I, section 4.05, the imprest fund cashier will ensure that such designee or messenger is aware of the requirements for documentation specified in paragraphs (a) and (b) of this section, and the limitation of imprest fund purchasing elsewhere prescribed.

(d) All receipts for cash payments and SF 1165 subvouchers shall be securely attached to SF 1129, Reimbursement Voucher, and submitted to the Fiscal activity at the time of imprest fund replenishment, in accordance with MP-4, part I, chapter 4.:::

:::813.405-70 Written c.o.d. orders.

(a) Purchases of supplies, equipment and services made from imprest funds (petty cash) normally will not require the use of a purchase order, documentation being made on the purchase request. If, however, the vendor requests that he/she be furnished a written purchase order for the particular transaction, the following procedure will apply:

(1) If the vendor is local and delivery of the product or rendering of the service and payment are simultaneous, SF 44, Purchase Order--Invoice--Voucher, will be used as provided in FAR 13.505-3.

(2) If the vendor is other than local, VA Form 90-2138, Order for Supplies or Services, will be used.

(b) Under no circumstances will SF 18, Request for Quotations, be used as a purchase order. VA Form 90-2138, when used as a c.o.d. order, will be numbered as provided in 804.871.:::

| :::SUBPART 813.5 – PURCHASE ORDERS:::

:::813.505-3 Standard Form 44, Purchase Order--Invoice--Voucher.

Purchasing activities utilizing this form must take every precaution to safeguard all unused copies of the form in their possession. A record will be maintained which will show the quantity on hand.:::